

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES NETWORK POLICY	SECTION: 7.35 PAGE: 1 DATED JANUARY 2003
----------------------------	--	--

7.35 Network Policy

This policy relates to the use by employees of staff computers in the Library.

.01 Security

Software applications available on the Library Network are made available to employees to fulfill their job duties. Network access must be secure and users authenticated to ensure that the Library can meet its responsibilities under the *Freedom of Information and Protection of Privacy Act* and applicable cyber-security legislation. Network login security is an important safeguard to reduce the risk of unauthorized use of Library Network resources. Passwords will be changed regularly, and staff members are responsible for keeping their password information secure. Login IDs and passwords are available for individual authentication, and must not be shared among employees.

.02 Email

Email access will be given to employees who have a Red Deer Public Library business need for email.

All email on the Red Deer Public Library account is the property of Red Deer Public Library.

Prohibited uses of email include:

- personal use for commercial gain;
- transmission of information in violation of government regulations;
- any illegal activities;
- product advertisement;
- political lobbying; and
- use of inappropriate language.

Red Deer Public Library email accounts are given to fulfill a business purpose, but may be used for personal use with the following conditions:

- Personal email is written and read in off hours.
- Library will provide no support for personal use.
- Email addresses identify the library so staff must use them accordingly.

.03 World Wide Web/Internet use

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES NETWORK POLICY	SECTION: 7.35 PAGE: 2 DATED JANUARY 2003
----------------------------	--	--

World Wide Web/Internet access will be given to employees who have a Red Deer Public Library business need.

Prohibited uses of WWW/Internet include:

- personal use for commercial gain;
- access to or transmission of information in violation of government regulations;
- any illegal activities;
- product advertisement;
- political lobbying;
- access to inappropriate Internet resources.

World Wide Web/Internet is given to fulfill a Red Deer Public Library business purpose, but may be used for personal use with the following conditions:

- Personal use is in off hours and does not use equipment needed for business purposes.
- Library will provide no support for personal use.
- Any fee-for-use charges are the responsibility of the user and not the library.

WWW/Internet use from a library computer identifies the library, so Library employees must act accordingly.

.05

Improper use of the Red Deer Public Library Network is subject to disciplinary action.